



Bureau for Private Postsecondary Education
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ADMINISTRATION MINIMUM REQUIREMENTS

Name of Institution:			
Street Address:			
City:	Zip:	Institution Code:	School Code:

Pursuant to the California Private Postsecondary Education Act of 2009 (Ed. Code) and Title 5, Division 7.5 of the California Code of Regulations (5 CCR), an institution shall be in compliance with minimum requirements related to administration of the institution.

Instructions: For each numbered item listed below:

1. Submit the requested documentation/information;
2. Write “N/A” next to any numbered item that does not apply to your institution; and
3. Complete and sign the declaration at the end of this document.

Return this completed document, along with the requested documentation to the Bureau for Private Postsecondary Education (Bureau) no later than ____ / ____ / ____.

1. Please provide a copy of your institution’s graduate certificate/diploma.

Ed. Code §94897(a) An institution shall not use, or allow the use of, any reproduction or facsimile of the Great Seal of the State of California on a diploma.

2. Please provide all names your institution does business as.

Ed. Code §94897(i) An institution shall not use a name in any manner improperly implying any of the following:

- (1) The institution is affiliated with any government agency, public or private corporation, agency, or association if it is not, in fact, thus affiliated.
- (2) The institution is a public institution.
- (3) The institution grants degrees, if the institution does not grant degrees.

3. For your information and does not require a response.

Ed. Code §94897(l) An institution shall not use the terms “approval,” “approved,” “approval to operate,” or “approved to operate” without stating clearly and conspicuously that approval to operate means compliance with state standards as set forth in the Ed. Code. If the Bureau has granted an institution approval to operate, the institution may indicate that the institution is “licensed” or “licensed to operate,” but may not state or imply either of the following:

- (1) The institution or its educational programs are endorsed or recommended by the State or by the Bureau.
- (2) The approval to operate indicates that the institution exceeds minimum state standards as set forth in this chapter.

4. For your information and does not require a response.

Ed. Code §94897(m) An institution shall not direct any individual to perform an act that violates this chapter, to refrain from reporting unlawful conduct to the Bureau or another government agency, or to engage in any unfair act to persuade a student not to complain to the Bureau or another government agency.

5. Please provide a copy of your institution's policy relative to compensating an employee involved in recruitment, enrollment, admissions, student attendance, or sales of educational materials to students.

Ed. Code §94897(n) An institution shall not compensate an employee involved in recruitment, enrollment, admissions, student attendance, or sales of educational materials to students on the basis of a commission, commission draw, bonus, quota, or other similar method related to the recruitment, enrollment, admissions, student attendance, or sales of educational materials to students, except as provided in paragraph (1) or (2):

- (1) If the educational program is scheduled to be completed in 90 days or less, the institution shall pay compensation related to a particular student only if that student completes the educational program.
- (2) For institutions participating in the federal student financial aid programs, this subdivision shall not prevent the payment of compensation to those involved in recruitment, admissions, or the award of financial aid if those payments are in conformity with federal regulations governing an institution's participation in the federal student financial aid programs.

6. If this institution moved the location of class instruction more than 25 miles in the past 12 months, please provide a copy of the written documentation your institution utilized relative to the section listed below.

Ed. Code §94898(d) An institution shall not move the location of class instruction more than 25 miles from the location of instruction at the time of enrollment unless any of the following occur:

- (1) The institution discloses in writing to each student before enrollment in the educational program that the location of instruction will change after the educational program begins and the address of the new location.
- (2) The institution applies for, and the Bureau grants, approval to change the location.
- (3) The institution offers a full refund to students enrolled in the educational program who do not voluntarily consent to the change.
- (4) An unforeseeable and unavoidable circumstance outside of the control of the institution requires the change in the location of instruction.

7. For each educational program that requires approval from an appropriate state licensing agency as stated in §94899 of the Ed. Code, please provide a copy of the appropriate state licensing agency's approval.

Ed. Code §94899 If an institution offers an educational program in a profession, occupation, trade, or career field that requires licensure in this state, the institution shall have an educational program approval from the appropriate state licensing agency to conduct that educational program in order that a student who completes the educational program, except as provided in section 94905, is eligible to sit for any required licensure examination.

8. Please provide (1) the name, address, and telephone number of your institution's agent for service of process; and (2) a letter from the agent for service of process, sent directly to the Bureau, confirming the information and acknowledging that he/she is the agent for service of process for the institution.

Ed. Code §94943.5 An institution shall designate and maintain an agent for service of process within this state, and provide the name, address, and telephone number of the agent to the bureau.

AND

5 CCR §74190 Each institution shall maintain the name, physical address, telephone number, and e-mail address for the agent for service of process in California as required by §94943.5 of the Ed. Code. The agent shall be at an address other than the address of the institution or any branch. The agent must confirm the information and acknowledge in writing that he or she is the designated agent for service of process. The institution shall inform the Bureau in writing of any change in the information for the agent for service of process, signed by the agent, within 7 days. Until the Bureau actually receives written notice of any change in the agent's name and/or address, service on the prior agent shall be valid. This information is considered public information.

9. Please provide your institution's mission and objectives for each educational program offered.

5 CCR §71705 An institution shall have a written statement of its mission and the objectives for each educational program. The mission and the objectives shall indicate the kind of education offered, for whom the instruction is intended and the expected outcomes for graduates.

10. Please provide the name(s) of your institution's CEO, COO, and CAO.

5 CCR §71730(a) Each institution shall have a chief executive officer, a chief operating officer and chief academic officer. One person may serve more than one function.

11. For institutions with one or more branch locations, please provide a copy of your institution's written policies regarding the division and sharing of administrative responsibilities between the central administration at the main location and the administration at the branch locations.

5 CCR §71730(c) An institution with one or more branch locations shall establish written institutional policies, consistent with subdivision (d) below, regarding the division and sharing of administrative responsibilities between the central administration at the main location and the administration at the branch locations.

AND

5 CCR §71730(d) The administrative staffing at each branch location shall reflect the purposes, size, and educational operations at that location and at any satellite location for which the branch has administrative responsibilities.

12. For institutions that depend for library and other learning resources primarily on other institution's collections and resources not in its possession, are required to document its compliance of 5 CCR §71740(d)(1), (2), and (3). Please provide copies of this documentation.

5 CCR §71740(d) An institution that depends for library and other learning resources primarily on other institutions' collections and resources not in its possession shall do all of the following:

- (1) Describe those library and other learning resources, in the application and catalog.
- (2) Provide students and faculty with access to the regular services of a professional librarian or information specialist experienced in the electronic retrieval of information, who shall provide support for faculty in curriculum matters and actively serve as a resource guide for both graduate and undergraduate students.
- (3) Assure that students have access to the library collections and resources of another institution, organization, or library.
- (4) Document compliance with paragraphs (1), (2), and (3).

13. For your information and does not require a response.

5 CCR §74150

- (a) For the purpose of this section, "university" means an institution of higher education that confers a master's or a doctor's degree upon the completion of programs of graduate or professional study and that may also confer a bachelor's degree upon the completion of programs of undergraduate study.
- (b) Unless previously approved by the Bureau, no institution shall use the word "university" in its name or in connection with a description of itself or its educational programs unless (1) the institution is a university as defined in subdivision (a) of this section or (2) the institution uses other words in conjunction with "university" to prevent the use of "university" from being deceptive or misleading in any manner.

To the best of my knowledge, I declare that the information submitted is true and correct.

Signature

Date

Printed Name and Title